




STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM
GOVERNOR

TO: Local and Intermediate School District Superintendents
Directors and Authorizers of Public School Academies
Register of Educational Personnel (REP) Authorized Users

FROM: Jeremy M. Hughes, Ph.D. 
Deputy Superintendent/Chief Academic Officer

DATE: June 6, 2007

**SUBJ: Supplemental Information:
Michigan Local Education Agency Highly Qualified
Teacher Report and Assurances**

On May 15, 2007, I sent a letter to you requesting the completion of the Michigan Local Education Agency Highly Qualified Teacher Report and Assurances, which is **due June 30, 2007**. On the first page, we provided the following table:

Part 1- ENTER REP DATA FOR THE 2006-2007 SCHOOL YEAR:			
Total Number of Core Academic Subject Teachers in the District			
Number and Percentage of Core Academic Subject Teachers Who Are NOT Highly Qualified	Number	Percentage	Comments
Number and Percentage of Core Academic Subject Classes Taught By Teachers Who Are NOT Highly Qualified	Number	Percentage	Comments
Number and Percentage of Core Academic Subject Teachers Who Did NOT Receive High-Quality Professional Development During the Previous School Year	Number	Percentage	Comments

It is now my understanding that data for the shaded fields are available from the Registry of Educational Personnel (REP), which is collected and maintained by the Center for Educational Performance and Information (CEPI). Our colleagues at CEPI have provided a tool for you to access these data and expedite the report's completion.

Attached please find the instructions for accessing the CEPI tool. Please contact Krista Ried at 517-373-0699 (riedk@michigan.gov) if you have any questions on completing this form.

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Directions:

Upon completion of the district's End-of-Year 2007 REP Submission, the data needed to complete three of the four data requirements of Part I of the "Michigan Local Education Agency Highly Qualified Teacher Report and Assurances" will be accessible via the REP Summary Report titled "Highly Qualified Status Report." The following data elements may be obtained from this report:

1. Total Number of Core Academic Subject Teachers in the District
2. Number and Percentage of Core Academic Subject Teachers Who Are NOT Highly Qualified
3. Number and Percentage of Core Academic Subject Classes Taught By Teachers Who Are NOT Highly Qualified

To obtain the necessary data, follow these steps:

1. COMPLETE YOUR REP SUBMISSION.
2. Log in to the REP.
3. Click on the link "REP Submission Reports" on the REP Main Menu.
4. Click on the report titled "Highly Qualified Status Report" (Core Academic Assignments only).
5. To report the "Total Number of Core Academic Subject Teachers in the District," use the number reported in the "Total" box located under the heading "Core Academic Subject Teachers by Highly Qualified Status." The "Total" box includes both highly qualified and NOT highly qualified core academic subject teachers.
6. To report the "Number of Core Academic Subject Teachers Who Are Not Highly Qualified," report the number as reported in the "No" box under the heading "Core Academic Subject Teachers by Highly Qualified Status."
7. To report the "Percentage of Core Academic Subject Teachers Who Are Not Highly Qualified," divide the number of not highly qualified teachers reported in the "No" box by the number of teachers reported in the "Total" Box under the heading "Core Academic Subject Teachers by Highly Qualified Status." This will provide the percentage requested.
8. To report the "Number of Classes Taught by Teachers Who Are Not Highly Qualified," report the number as reported in the "No" box under the heading "Number of Classes Taught by Highly Qualified Status."
9. To report the "Percentage of Core Academic Subject Classes Taught by Teachers who are Not Highly Qualified," divide the number of classes taught by not highly qualified teachers reported in the "No" box by the number of classes taught reported in the "Total" box under the heading "Number of Classes Taught by Highly Qualified Status." This will provide the percentage requested.

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Remember, the Michigan Local Education Agency (LEA) Highly Qualified Teacher Report and Assurances for the 2006-2007 School Year cannot be completed until after your REP submission is complete.

If you have questions regarding the Highly Qualified Status Report in the REP, please contact the CEPI Customer Support Team:

CEPI@michigan.gov (fastest service) or by phone 517-335-0505